

**STATE BOARD OF ACCOUNTS**  
**302 West Washington Street**  
**Room E418**  
**INDIANAPOLIS, INDIANA 46204-2765**

EXAMINATION REPORT  
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBER 70  
JASPER, INDIANA

January 1, 2004 to December 31, 2004





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## OFFICIALS

### Office

### Official

### Term

Chairman, Bureau of Motor  
Vehicles Commission

Gerald Coleman  
Mary DePrez  
Joel Silverman

01-06-02 to 02-29-04  
03-01-04 to 01-09-05  
01-10-05 to 01-11-09

Branch Manager

Stan J. Roesner

01-01-04 to 12-31-05



# STATE OF INDIANA

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## INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Number 70 (Branch) for the period of January 1, 2004 to December 31, 2004. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2004, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

December 13, 2005

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
 LICENSE BRANCH NUMBER 70  
 JASPER, INDIANA  
 SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS  
 January 1, 2004 to December 31, 2004

	<u>Amount</u>
Collections:	
Registrations	\$ 5,916,771
Titles	2,184,478
Drivers licenses	167,663
Watercraft	89,851
Miscellaneous	<u>1,035</u>
Total	<u><u>\$ 8,359,798</u></u>
Distributions:	
State fees	\$ 3,942,496
County tax	3,871,683
Commission fees	<u>545,619</u>
Total	<u><u>\$ 8,359,798</u></u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBER 70  
JASPER, INDIANA  
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles, and drivers licenses are sold. Fees are uniform throughout the state.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBER 70  
JASPER, INDIANA  
STATISTICAL INFORMATION  
January 1, 2004 to December 31, 2004

<u>Transactions Processed</u>	<u>Quantity</u>
Vehicle registrations:	
Passenger	22,952
Motorcycle	973
RV (housecar)	677
Light truck	15,264
Other truck	791
Farm truck	650
Tractor	164
Trailer	4,816
Semitrailer	1,061
School and church bus	58
Other bus	5
Other	<u>314</u>
Total vehicle registrations	<u><u>47,725</u></u>
Drivers licenses and permits:	
Drivers licenses/learners permits	7,428
CDL licenses/CDL permits	662
Placards	957
Other	<u>3,698</u>
Total drivers licenses and permits	<u><u>12,745</u></u>
Titles:	
Vehicles	13,931
Watercraft	<u>197</u>
Total titles	<u><u>14,128</u></u>
Total watercraft registrations	<u><u>932</u></u>



STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBER 70  
JASPER, INDIANA  
EXAMINATION RESULTS AND COMMENTS

GENERAL AFFIDAVITS

Plates listed on a Missing Plate Affidavit were recovered and sold. Branch records did not indicate that a general affidavit was submitted to supply as required.

A photocopy of general affidavits submitted to report recovered missing plates should be attached to the original Missing Plate Affidavits. (Branch Operations Policies and Procedures Manual, Branch Filing Procedures Chapter)

REPLACEMENT PLATE APPLICATIONS

We noted that the Branch does not use BMV Form 6 "Application for Duplicate or Replacement License Plate" in the manner for which it was originally prescribed or approved. Specifically we noted that the form was not properly completed by law enforcement.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed or approved. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Page 15:3)

DOCUMENT RETENTION

The following documents selected for testing could not be located:

1. 2004 Branch Journal;
2. 2004 Missing Plate Affidavits;
3. 2004 Transfer of Chargeable Items; and
4. 2004 Placard Logs.

The Branch was able to obtain copies of the Missing Plate Affidavits and Transfer of Chargeable Items from the Bureau of Motor Vehicles' Supply Division.

Due to the lack of documentation, the validity and accountability for some monies received (disbursed) could not be established.

The Branch should retain records in accordance with the "Retention of BMVC Records" letter from Jerald Wise, Audit Services Director, dated December 10, 2004.

Documents should be retained in accordance with the retention schedule approved by the Oversight Commission on Public Records. Also, documents must be attainable, upon request, during an audit. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Pages 1:5 and 1:6)

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBER 70  
JASPER, INDIANA  
EXIT CONFERENCE

The contents of this report were discussed on December 13, 2005, with Stan J. Roesner, Branch Manager. The official concurred with our findings.